

U.S. Army Corps of Engineers



YOUR OBLIGATIONS

YOUR CONDUCT AS A PUBLIC EMPLOYEE. Because you work for the Federal Government, your conduct is important. Because your conduct influences, to some extent, the public's opinion of the Government, you must ensure that your conduct is such that "every citizen can have complete confidence in the integrity of the Federal Government". To this end you must endeavor to avoid actions creating even the appearance of violating law or ethical standards. You are expected to:

- Render a full day's work for a full day's pay.
- Perform your duties efficiently.
- Work harmoniously and cooperatively with your fellow employees.
- Serve the public with courtesy and understanding.
- Observe the spirit as well as the letter of laws, regulations and policies, which have been established to govern your conduct.
- Conduct yourself at all times, both on and off the job, in such a way as to reflect credit on the Corps of Engineers and the Federal Government.

INDEBTEDNESS. You are expected to handle your personal debts in a proper and timely manner, especially one imposed by law such as federal, state or local taxes so that they will not be brought to the attention of your employing office. Should unpaid creditors make complaints directly to your place of employment, an embarrassing inquiry would be necessary.

CARE OF DOCUMENTS. You are expected to hold confidential the information you gain from official letters, documents, and records that pass through your hands in the performance of your duties. In no event should you take papers out of the office, even with the good intention of catching up on work, unless it is approved and your supervisor clears the papers.

MAIL, E-MAIL, TELEPHONE, FAX AND INTERNET. Personal mail should be addressed to your residence, and regular mail facilities should be used for dispatching personal letters. Government telecommunications and communications systems may be used by employees for personal reasons on a limited basis as permitted by AR-25-1, Ch 6, Para 6-1d and DoDD 5500.7R, Joint Ethic Regulations, Section 2-301. Internet use for personal purposes is also governed by ER-25-1-99, Appendix B. The most current guidance governing the use of government telecommunications and communications systems can be obtained from your organization's Information Management Office.

PROHIBITED ACTIVITIES. Although the emphasis in the Corps is always on the positive aspects of performance and conduct, law or regulation forbids certain activities. Each employee shall respect and adhere to the principles of ethical conduct as prescribed in the Department of Defense Directive covering ethical conduct, and ethics training, which all employees receive. Listed below is a list of prohibited activities to serve as reminders and to help you avoid actions, which might be unintentional violations. If you desire detailed information regarding these matters, you may consult your supervisor, who will advise or assist you in obtaining the regulation covering the subject.

- Subversive activities.
- Partisan political activities.
- Solicitation for gifts or loans to official superiors.
- Misuse of Government vehicles.
- Lobbying with appropriated money.
- Interference in right of petition (prevent from voting).

NOTE: Officers and civilian employees of the Corps of Engineers may not exercise the right of petition as agents of the Corps of Engineers, nor attempt, in their official capacities, to influence employees under their supervision to prevent or affect legislation.

- Fraud as to Government transportation request.
- Fraudulent use of official envelopes.
- Concealment, removal, mutilation, obliteration, falsification, or destruction of official documents.
- Discrimination--race, color, religion, age, sex, national origin, disability condition, marital status or political affiliation.
- Loaning money at excessive rates of interest.
- Habitual alcoholism impeding job effectiveness.
- Drug abuse.

CONFLICT OF INTERESTS. You will not engage in private employment or pursuit, with or without compensation, which interferes with performance of your Government duties, brings discredit upon the Government or the Department of the Army, or places you in conflict between your private interests and the public interests of the United States.